



UNIVERSITY of LUSAKA

Passion for Quality Education: Our Driving Force

Greetings!

We're excited to welcome you to the University of Lusaka for the June/July semester! To help you get started, we've prepared a set of guidelines designed to familiarize you with the university and support you as you begin this exciting new chapter.

TUITION FEE PAYMENT

Tuition fees can be paid soon after you receive your Acceptance Letter. An initial deposit of at least 50% of the total tuition fees is required for registration. Kindly ensure that you use the full Student Identity Number when making all payments (accommodation, transcript requests etc.) . The University has the following payment options:

I. REAL TIME PAYMENT OPTIONS

1. Online Payment

The online payment platform is in the portal (<https://portal.unilus.ac.zm/>) . For you to make an online payment you have to login into your student portal using your student number as the username and your password If you have challenges logging in, you can reset your password (<https://portal.unilus.ac.zm/password/recover>) . Currently, our online payment platform only supports valid visa card transactions. In addition it is a real-time transaction that is updated on the student's account instantly.

2. Bank Deposit - Real Time

BANK	ZANACO	Indo- Zambia Bank
SERVICES	Bill Master	Lusaka Main
	Student Number ie. BBA1111111	090001
		University of Lusaka
		0012030001876 INZAZMLX

II BANK DEPOSITS (For international students)

Bank	ABSA	INDO
Branch	Head Office	INDO
Account Name	University Of Lusaka	University Of Lusaka
Account Number	001-1071643	0012031000719
Swift Code	BARCZMLX	

Proof of payment of fees must be submitted to the Accounts Department via the following email: accounts@unilus.ac.zm

REGISTRATION

Semester registration is done **ONLINE**. A minimum deposit of 50% of the total fees is required for you to register. Students are advised to register **as soon as they are accepted to secure a place for programmes with limited capacity** or within the registration period as stipulated in the Academic Calendar. <https://www.unilus.ac.zm/downloads/UNDERGRADUATE%20-%202022%20Calendar>.

Registration Instructions

Kindly follow the instructions to complete the registration process.

Key Steps:

1. Access the UNILUS Portal

- Visit www.unilus.ac.zm or search "UNILUS" online.

2. Open the Student Portal

- Click on "**Portal**" in the website header, then select "**Students.**"

3. Authenticate Your Account

- **Login** using your student number and password.

- **Reset Password** (if needed): Select "Student" account type, enter your student number, and follow the emailed link to set a new password.

4. Course Registration

- Accessible via desktop, tablet, or mobile devices.
- Ensure sponsor information is complete.
- Click "**Course Registrations**," review available courses, and click "Submit Registration."
- Review the confirmation page and finalize if at least **50% of fees** are paid. If not, proceed with the **Online Payment** option.

Students are further urged to go through the registration tutorial

<https://www.unilus.ac.zm/site/> or send an email to info@unilus.ac.zm for enquiries regarding registration.

Additionally, all registered students must process their student ID cards by sending the following information to id@unilus.ac.zm.

- I. Full Name
- II. Programme of Study
- III. Student Identity Number
- IV. Year and Semester of Study.
- V. Passport Size Photograph.

ACCOMMODATION

On- Campus Accommodation

The University offers accommodation facilities at our Silverest Campus to all programs offered at the campus. In order to be accommodated, students must be **REGISTERED** and application is strictly in their **student portal**. It is mandatory that accommodation fees are paid in full within 48 hours of a confirmed room reservation. The application dates are **June 2, 2025 for the School of Medicine** and **June 16, 2025 for school of Business and Public health** respectively.

Furthermore, move-in dates are;

School of Medicine June 31, 2025 to July 13, 2025

School of Business and Public Health July 21, 2025 to August 3, 2025.

The checking-In times are as follows;

Monday to Friday 08:00 to 16:00

Weekends 08:00 to 12:00

Accommodation Payment Details

BANK	Indo- Zambia Bank
BRANCH	Lusaka Main
ACCOUNT NAME	UNILUS- Accommodation fees
ACCOUNT NUMBER	0012030002029
SORT CODE	0900001
SWIFT CODE	INZAZMLX

For accommodation Fees and rules: https://www.unilus.ac.zm/accommodation_fees.php

Off- Campus Accommodation

The University maintains a curated list of recommended boarding houses conveniently located near all our campus locations. Each property has been thoroughly vetted by our Student Affairs Department. Students can access our full database of approved boarding houses on the university website and at the Student Affairs Office.

<https://unilus.ac.zm/accomodation.php>

INTERNATIONAL STUDENTS

All accepted International students are expected to apply for a study permit (a document that permits foreign students to study in Zambia) . The Application for a Study Permit must be done online on the Zambia Immigration Department's Website:

<http://eservices.zambiaimmigration.gov.zm>

In addition **International students outside the SADC** region must apply for a **visa** on the immigration and only travel after successful response from immigration, you will then apply for a permit once you are within the 30 days issued by immigration.

Study Permit Requirements

To ensure a smooth transition into Zambia, students must Apply for permits within the 30 days of entry into zambia.

The permit application fee is **K9000 plus** non-refundable.

Options for study permit application:

1. online application (you can apply on your own)
2. International student advisor / Student Affairs(SA) dept

Study permits checklist

- 1.Certified copy of valid passport current passport showing current endorsement. **(to be done here in Zambia by a commissioner for oaths)**
2. Covering letter from applicant to the Director General of immigration
3. Letter of Acceptance **(from the school)**
4. Medical report from **Unilus hospital or a Zambian government hospital.**
5. 1 Passport size photo.
6. Commitment letter **(from the Sponsor, Guardians or Parents.)**
7. Supporting letter and consent letter **(from the parents/Guardians/Spouse)**
8. Covering letter and host letter **(from international student advisor /academic office which you have to request for after semester registration)**

All documents scanned in JPG,PNG file size 1.0MB and send to:internationaladvisor@unilus.ac.zm or

If you are applying on your own Upload on www.zambiaimmigration.gov.zm (eService).

Application Methods

Students can apply for their study permits through:

- The [Zambia Immigration e-Services Portal www.eservices.zambiaimmigration.gov.zm
- UNILUS International Student Advisor for guided assistance internationaladvisor@unilus.ac.zm

International students must complete their immigration application and payment within 30 days of entering Zambia. Failure to comply may result in:

- A penalty fee of **K24,000**
- **Possible deportation**

Our International Advisory Office offers comprehensive support throughout the permit, visa application process.

Additionally, the International Students Advisor is available for assistance with the process of applying for Study Permits.

INTERNATIONAL STUDENTS KINDLY FOLLOW THE LINK BELOW FOR YOUR PROGRAM

1.School of Business kindly follow the link below.

<https://chat.whatsapp.com/lx2l7WvNdZN8QMKbnbdync>

2. School of law kindly follow the link below.

<https://chat.whatsapp.com/CdJTvCn0ftnIP0XQ197U7R>

3. School of social sciences kindly follow the link below.

<https://chat.whatsapp.com/LEqeAoVyzqIHhc13EB9ub8>

4. School of medicine and health sciences kindly follow the link below.

<https://chat.whatsapp.com/l1PlrrgLeBh4tsNnsREi9P>

CONTACT INFORMATION

Feel free to contact us for any assistance, and ensure that you indicate your Student Identity Number in your communication.

OFFICE	CONTACT NUMBER	EMAIL
General enquiries	+260972832671/+260 211 233 407	info@unilus.ac.zm

Accounts Department	+260975884829	accounts@unilus.ac.zm
International Students Advisor	+260765654876	internationaladvisor@unilus.ac.z m
Accommodation	+260972713792	accommodation@unilus.ac.zm

For interaction and updated social engagements, kindly follow our social media platforms.

https://instagram.com/university_of_lusaka

<https://m.facebook.com/UnilusOfficial/>

<https://twitter.com/unilusofficial?s=21>